Vendor Registration

Contra Costa County has developed the Purchasing Portal website to allow vendors to easily submit and manage their company's information. Purchasing Portal is the tool the County uses to select vendors, issue Purchase Orders, and manage business opportunity programs. Taking the time to register is the first step to doing business with the County.

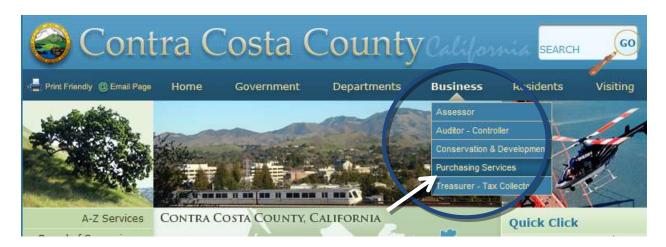
The following pages will guide you step-by-step through the registration process. Please follow these steps carefully. If you find you need assistance completing this process, or have any questions about doing business with Contra Costa County, please contact us by phone or email at (925) 313-2120 or purchasing@pw.cccounty.us. We appreciate your interest in doing business with the County. Clicking the image below will take you to the Purchasing Portal site.





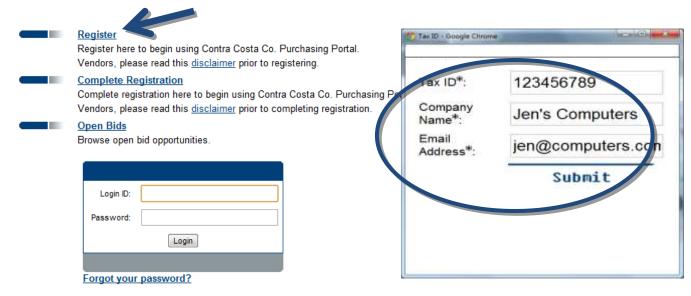
Step 1: Accessing Purchasing Portal

The first step to online vendor registration is logging into the Purchasing Portal website using the URL https://purchasing.cccounty.us. Purchasing Portal can also be accessed through the County's website at www.cccounty.us. Find the Purchasing Services page under the Business tab at the top menu.



Step 2: Register

If you are new to Purchasing Portal, click on the <u>Register</u> link. A pop-up window will appear. Enter your company's Federal Tax Identification Number (FEIN) and Company Name, or your Social Security Number and Name.



Phone: (925) 313-2120 ■ E-mail: <u>purchasing@pw.cccounty.us</u>

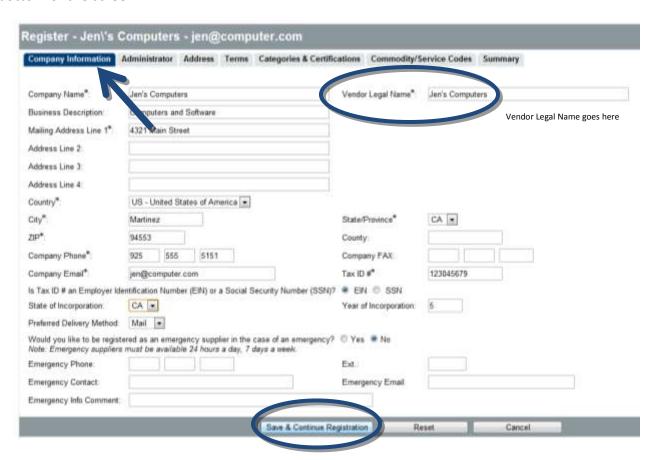


IMPORTANT: If the tax ID is already registered, a notification will appear and you will not be able to continue the registration process. If this occurs, or you are a foreign vendor, call or email for assistance. Vendors registering with an incorrect FEIN will be deleted from the system.



Step 3: Company Information

If your tax ID is new to the system, a Register screen will appear. Along the top of this screen you will see a number of tabs beginning with the Company Information section. Provide your company's official address and contact information. Note that the Vendor Legal Name field must match the name registered with the Internal Revenue Service for your Federal Tax ID Number. Fields with an asterisk are required. Click on the **SAVE AND CONTINUE REGISTRATION** button at the bottom of the screen.

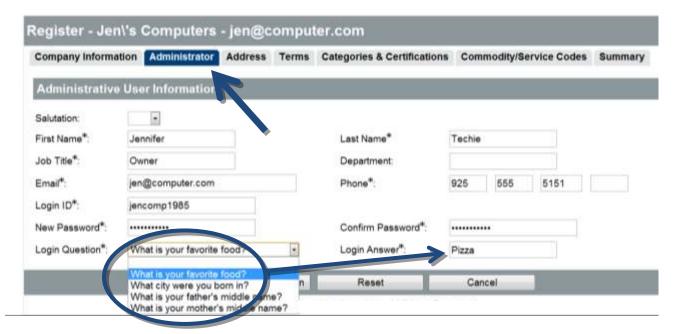


Phone: (925) 313-2120 ■ E-mail: purchasing@pw.cccounty.us

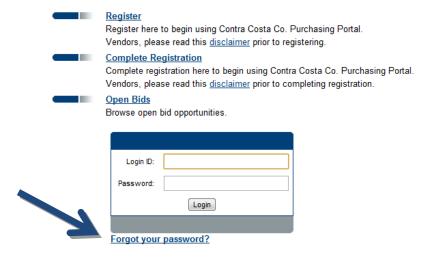


Step 4: Administrative User Information

In this section, provide the information for an Administrative User for your organization. This user will be designated as the Administrator, and will be responsible for updating organizational information and adding new users. The Login ID and Password must be 6-20 characters long, containing at least one letter, and one number and must be unique in the system. A duplicate Login ID will result in an error screen. The initial password is temporary and will need to be changed the first time you log in.



At this time, a login question and answer must be provided – this will enable your Administrator to access the <u>Forgot your Password</u> link on the login screen if needed. Click **SAVE AND CONTINUE**.



Phone: (925) 313-2120 ■ E-mail: <u>purchasing@pw.cccounty.us</u>

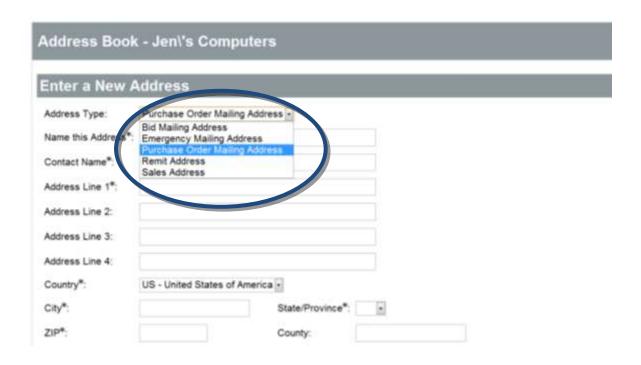


STEP 5: Addresses

Your primary address will automatically become your General or primary address. If the complete General Address does not show up in the Address Information box, return to the Company Information tab and complete the address fields. Remember to click on the SAVE AND CONTINUE REGISTRATION button or you information will be lost.



The system allows you to input multiple addresses and designate their purpose. To input additional addresses, click the **ADD ANOTHER ADDRESS** button at the bottom. When finished, click **SAVE AND CONTINUE REGISTRATION**.



Phone: (925) 313-2120 ■ E-mail: <u>purchasing@pw.cccounty.us</u>



STEP 6: TERMS

The Terms tab enables you to select your company's preferred payment, freight and shipping terms. This tab is optional and is not binding on the vendor or the County. Once complete, click **SAVE & CONTINUE REGISTRATION.**



STEP 7: Categories & Certifications

You must select the type of work you provide. Continue down the form and indicate if your firm is an SBE, MBE, WBE, DBE, DVBE, or LBE. The definition for each category is provided. At the bottom of the form click on the **ACKNOWLEDGMENT** and **CERTIFICATION OF BUSINESS INFORMATION** buttons. When finished, click **SAVE AND CONTINUE REGISTRATION**.

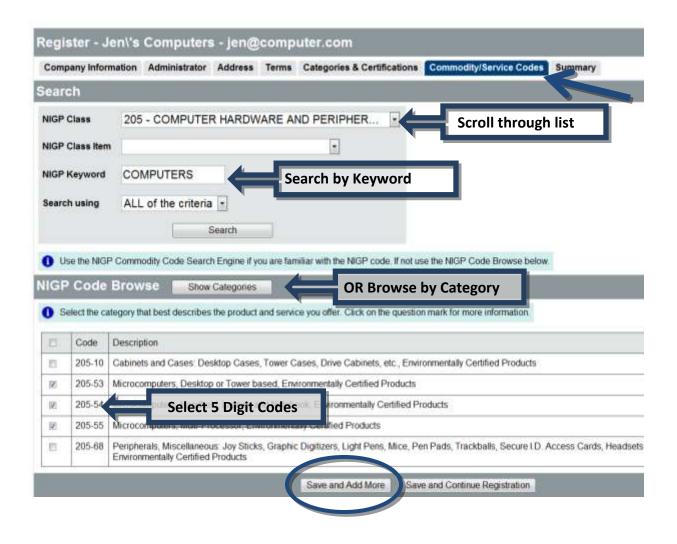


Phone: (925) 313-2120 ■ E-mail: <u>purchasing@pw.cccounty.us</u>



STEP 8: Commodity Codes

The Commodity/Service Codes screen allows you to select 5-digit NIGP (National Institute of Governmental Purchasing) Codes. NIGP Commodity codes are used by agencies to classify products and services. The commodity codes you select will be used to determine which notifications you receive for bids and other business opportunities. Search by keyword or scroll through general categories. Select the boxes for the 5 Digit NIGP Codes you want to save. You can add more codes by selecting the **SAVE AND ADD MORE** button, or click **SAVE AND CONTINUE REGISTRATION** when finished. The Codes you have selected will be displayed when you return to the Commodities/Service Codes tab.

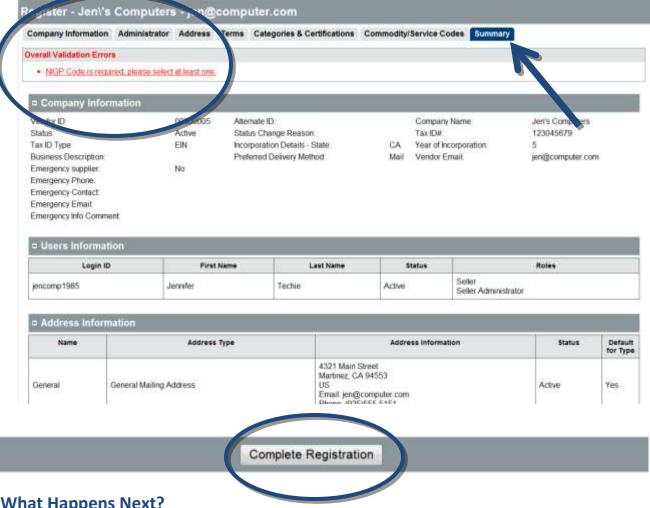


Phone: (925) 313-2120 ■ E-mail: <u>purchasing@pw.cccounty.us</u>



STEP 9: Summary

The final tab provides a summary of all the information you have provided. If you have missed any required fields, this will be indicated in red at the top of the page. You can click on the appropriate tab to return and edit the information. If you need assistance, please contact us at the phone number or email address below. If your registration is complete, be sure to click the COMPLETE **REGISTRATION** button at the bottom of the Summary tab.



What Happens Next?

Thank you for completing the self-registration process with the Contra Costa County Purchasing Portal electronic procurement system. A message will be sent to the email address you provided on the Company Information tab to confirm that your registration is complete. If your registration is not complete, you will receive an email with information about how to return to Purchasing Portal to complete the process. Additional information, instructions, and Frequently Asked Questions may be found on the County's website at www.cccounty.us.

Phone: (925) 313-2120 ■ E-mail: purchasing@pw.cccounty.us

County Website: www.cccounty.us Purchasing Portal: https://purchasing.cccounty.us